



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
O'NEILL ROOM
7:30 PM 3/22/17

ATTENDEES:

Deyst*	White*	Caccavaro	Kellar	McKenna*
DeCourcey*	Wallach	Harmer*	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie	
Russell*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Diggins*

*Indicates present

VISITORS: Deputy Town Manager Sandy Pooler

MINUTES of 3/15/17 Approved as corrected. Unanimous

MINUTES of 3/20/17 Approved as corrected. Unanimous

ART 39 PARKING BENEFITS DISTRICT: Pooler, using Ref 1, explained a plan to keep the ticket and permit revenue in the general fund and to put the meter revenue, both from street and lot meters in the new parking district revolving fund. The total into the revolving fund he projected to be \$425K. He listed the projected expenses to be paid from this fund at \$275K. The \$150K would be used for improvements in the parking districts based on advice from an informal advisory committee. Pooler presented the Manager's recommended vote, Ref 2. Members noted that the recommended vote does not address the concerns discussed during 3/15 FinCom meeting. The district improvements money would be used without Town Meeting appropriation. In addition, the geographic description of the parking district is missing from the BoS recommended vote on Art 26. Pooler said the Manager would review all expenditures for improvements with the CPC or the FinCom and would report to Town Meeting. Members noted that this promise would not bind future Managers. After a lengthy discussion, a motion of no action was made. This was followed by a motion to table until 4/12 which carried 15-1.

ART 32 RECLASSIFICATION: Personnel SubCom White provided a chart (Ref 3) that details the 16 existing positions that would be changed, the 9 new positions and deleting 11 positions. The chart shows the details associated with each change. She recommended the figure shown on P 246 of the budget book. VOTED \$50,190 Unanimous White will consolidate the information into the standard form for a recommended vote & email to Diggins.

ART 52 OPEB CONTRIBUTION: Personnel SubCom White recommended the sum of

\$444,678 (\$500K - cost of non-contributory pensions)

\$155,000 (part of retiree health insurance payments)

\$300,000 (from health benefit trust fund)

VOTED \$899,678 Unanimous

ART 54 OVERLAY RESERVE: Finances SubCom Foskett noted that there is a request for \$1.2m but that, with a normal appropriation, adequate funds will be available.

VOTED \$200,000 Unanimous.

ART 41 REVALUATION: Finances SubCom Foskett recommended \$300K.

VOTED \$300,000 Unanimous

ASSESSORS BUDGET: Finances SubCom Foskett recommended the budget as printed.

VOTED \$313,707 Unanimous.

ART 51 PENSION ADJUSTMENT: Finances SubCom Foskett recommended the standard annual approval as discussed at the 2/8/17 FinCom Mtg.

VOTED favorable action. Unanimous

STM ART 5 TRANSFER OF SPED FUNDS: Comptroller still studying.

DPW BUDGET DPW: SubCom Deshler recommended the following division budgets as printed with explanations. Each was voted unanimously.

Natural Resources \$1,509,829: DPW is not satisfied with outsourcing the tree replacement program. They have purchased trees and plan to plant 250 trees a year. The overtime increase is for Sunday trash pickup in the parks. The historic statue maintenance is for Uncle Sam. Last year this line item was used to rebuild the hunter's basin and repair the flagpole.

Town Fields \$50,000. This is the DPW share. User fees pay the rest
Engineering \$127,813

Administration \$233,450 The balance in the Recycling Fund is \$52,186. Deshler will ask about plans for operating while the Town Yard is being renovated.

Highway \$1,686,269 Staff includes a transfer from Water & Sewer

Snow & Ice \$946,000 Increase continues growing this budget toward 75% of the 10 yr rolling average. Deshler to find out how much it would cost to reach 75% or 80%.

Motor Equip Repair \$393,967 There are 150 vehicles. May be under funded. Consultant is working on this issue.

Solid Waste 3,547,256 JRM contract ends in 2 yrs.

Cemetery \$259,889

Street Lighting \$100,000 Another decrease because of more efficient lights.

Traffic Signals: \$60,000

FACILITIES DPW SubCom Deshler recommended a revised budget (Ref 4. The salary offset is from the schools. She will find out what the other offset is.

VOTED \$695,626 Unanimous

COMMITTEE: Deshler volunteered for & was appointed to a new Open Space Committee.

Members encouraged to consider the parking district issue & communicate with the Manager. The Chair hopes to finish budgets on Monday.

RESERVE FUND Balance: \$1,465,000

Peter Howard 3/23/17 Revised 3/27/17

Ref 1 Parking Revenue & Expense Historical Data & Projections

Ref 2 Art 26 & 39 follow up memo from Town Manager.

Ref 3 Reclassification Chart

Ref 4 Facilities Budget (Revised)

Parking Revenue & Expense Historical Data & Projection						A	B	A+B	
	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017 Projection	FY 2018 GF	FY 2018 Parking	Total
Tickets Issued	13,827	14,327	15,383	12,196	12,743	17,827	17,827	\$0	\$487,747
Ticket Revenue	\$370,463	\$381,271	\$420,083	\$370,259	\$331,429	\$487,747	\$487,747	\$0	\$487,747
Parking Meters (lots)	\$82,743	\$76,121	\$68,741	\$60,400	\$86,161	\$86,161	\$0	\$125,000	\$125,000
Parking Permits	\$150,087	\$149,615	\$136,477	\$152,451	\$138,216	\$140,000	\$140,000	\$0	\$140,000
Total Viol./Meter/Permit	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$713,908	\$627,747	\$125,000	\$752,747
New Meter Revenue (streets)						\$239,734	\$0	\$300,000	\$300,000
Total Revenue	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$953,641	\$627,747	\$425,000	\$1,052,747
Expenses									
Parking Enforcement	(\$83,212)	(\$89,854)	(\$94,269)	(\$96,338)	(\$96,365)	(\$101,287)	(\$56,437)	(\$56,437)	(\$112,874)
Parking Budget	(\$105,697)	(\$125,240)	(\$112,913)	(\$115,116)	(\$114,834)	(\$130,933)	(\$86,927)	(\$45,848)	(\$132,775)
Total Existing Parking Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$232,220)	(\$143,364)	(\$102,285)	(\$245,649)
New Meter Costs									
IPS CC Fee						(\$14,194)		(\$21,291)	(\$21,291)
Elavon CC Fee						(\$26,800)		(\$40,200)	(\$40,200)
Monthly Gateway Fee						(\$6,690)		(\$10,035)	(\$10,035)
Monthly Mgt. System Fee						(\$2,928)		(\$4,392)	(\$4,392)
Coin Collection						(\$22,667)		(\$34,000)	(\$34,000)
First Parish Lease						(\$4,000)		(\$6,000)	(\$6,000)
Meter Maintenance						(\$6,667)		(\$10,000)	(\$10,000)
Street Meter Leasing						(\$46,561)		(\$46,561)	(\$46,561)
Total Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$362,726)	(\$143,364)	(\$274,764)	(\$418,128)
Summary									
Total Parking Revenue	\$603,293	\$607,007	\$625,301	\$583,110	\$555,806	\$953,641	\$627,747	\$425,000	\$1,052,747
Total Parking Costs	(\$188,909)	(\$215,094)	(\$207,182)	(\$211,454)	(\$211,199)	(\$362,726)	(\$143,364)	(\$274,764)	(\$418,128)
Parking Gross Profit	\$414,384	\$391,913	\$418,119	\$371,656	\$344,607	\$590,916	\$484,383	\$150,236	\$634,619
Parking Benefit Dist.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$150,000)	(\$150,000)
Net Income to the Town	\$414,384	\$391,913	\$418,119	\$371,656	\$344,607	\$590,916	\$484,383	\$236	\$484,619

Five Year Average Net Income to Town	\$388,136
Projected Net Income to Town Under Proposal	\$484,383



**Town of Arlington
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To: Finance Committee

From: Adam Chapdelaine, Town Manager

RE: Parking Expenditures & Parking Benefits District (Warrant Articles 26 & 39) – Follow Up

Date: March 22, 2017

I am writing to provide further information regarding Warrant Articles 26 & 39 in follow up to last week's discussion with the committee. To start, I'd like to thank the committee for their informed questions and dialogue on the matter, and also for their willingness to continue the discussion for an additional meeting. I would also like to thank the committee members who followed up with further questions and information after last week's meeting. Specifically, I would like to thank Charlie Foskett for providing additional analysis upon which a great deal of this follow up material is based.

Attached to this memorandum is a more detailed spreadsheet analysis of parking revenues and expenditures from FY2012 – FY2016, as well as a projection for the remainder of FY2017 and the entirety of FY2018. I will plan to describe the analysis contained within this document at tonight's meeting, but in short, the analysis demonstrates that the five year average (FY2012 – FY2016) of net income from parking operations is **\$388,136**, with a range of \$344,607 up to \$418,119. Additionally, this analysis demonstrates that under the new proposed system, the projected net income to the Town from parking operations is **\$484,383**. This increase in net income to the Town would occur even while investing the proposed \$150,000 in parking revenue back into Arlington Center via the Parking Benefit District.

In summary, the parking proposal before you not only holds the general fund harmless, but also creates a designated recurring revenue source for the Town that will allow for improvements and beautification efforts in Arlington Center.

So, given this, I am respectfully requesting that the Finance Committee consider the following proposed votes:

Article 26

VOTED: The Finance Committee supports the vote of favorable action by the Board of Selectmen.

Article 39

VOTED: That the Town hereby endorses the proposed parking revenue and expenditure plan for Fiscal Year 2018 prepared by the Town Manager and the Parking Implementation and Governance Committee under M.G.L. Chapter 40 §22A.

Additionally, that the Town endorses the expenditure of funds related to a parking benefit district in conformance with M.G.L. Chapter 40 §22A ½, subject to the availability of funds.

I would further recommend that the Finance Committee comment on this vote make mention of my commitment to vet potential Parking Benefit District expenditures with the Parking Implementation and Governance Committee and the Arlington Center Merchants group before bringing them to the Finance Committee and Capital Planning Committee for approval.

1. By Reclassifying the following positions:

A. Health and Human Services Clerk OA2 to OA4 Health and Human Services	FTE1	\$0		Now both staff are OA4 Apparently no change in Salary.
B. Regional Energy Manager ATP7 to ATP8 Facilities	FTE1	OPEN	C. Energy and Project Manager ATP8 Facilities	2 jobs [Energy Project Mgr & Regional EM] as 1 Will manage research & grants
C. Senior Civil Engineer ATP9 to ATP10 Public Works	FTE1	OPEN	D. Assistant Town Engineer ATP10 Public Works	Increased requirements to improve the candidate pool with success
D. Records Attendant OA3 to OA5 Police	FTE1	\$0	E. Special Projects Clerk OA5 Police	Now responsible for Dept Social Media Presece Apparently no change in Salary.
E. Planner ATP5 to ATP8 Planning and Community Development	FTE1	\$0	H. Senior Planner ATP8 Planning and Community Development	E. Planner ATP5 / Technical Planner ATP7 J. GIS Specialist - IT / Plan and Comm Dev <i>Was 2 jobs Economic Development Planner and Planning and Community Development. Now only one job in sum</i>
F. Chief Technology Officer M2 to M3 Information Technology	FTE1	\$5,025	G. Assistant Comptroller ATP7 to ATP9 Comptroller	Increased responsibility, dept, & equipment size
H. Custodial Supervisor ATP7 to ATP9 Facilities	FTE1	\$0	I. New Position in School Dept Budget	Meets actual level of responsibility
J. Fire Department Administrative Asst. ATP3 to ATP4 Fire	FTE1	\$7,947	K. Office Manager – Fire ATP4 Fire	No \$ amount b/c in School Dept Budget
L. Director of Veteran's Services ATP5 to ATP6 Health and Human Services	FTE1	\$3,071	M. Administrative Assistant – Fire ATP3 Fire	This role is same as Police Office Mgr ATP4
N. Cash Manager OA7 to ATP6 Treasurer	FTE1	\$12,467	O. Cash Mgr duties similar to previous role Management Analyst, that existed at ATP7	Role now requires Assoc Degree & New Certification Work similar to trained Soc Workers ATP7
P. Treasurer's Assistant OA4 to OA5 Treasurer	FTE1	\$2,210	Q. Backs up the Collectors when they're not around	Backs up the Collectors when they're not around
R. Working Foreman Mason MC6 to MC7 Public Works	FTE1	\$2,454	S. He was only Foreman not at MC7. Reflects actual level of responsibility.	He was only Foreman not at MC7. Reflects actual level of responsibility.
T. Tree Climber MC5 to MC6 Public Works	FTE1	\$2,933	U. Acknowledge level of danger.	Acknowledge level of danger.
U. Benefits Administrator OA7 to ATP4 Human Resources	FTE1	\$6,174	V. Require Assoc in Accounting. GIC Insurance for n complicated Digitally monitors ~ \$20M, 2K conti	Require Assoc in Accounting. GIC Insurance for n complicated Digitally monitors ~ \$20M, 2K conti
V. Human Resources Assistant ATP7 to ATP8 Human Resources	FTE1	\$2,598	W. This role has been doing work of Assistant Director Time to add accurate title to level of responsibility	This role has been doing work of Assistant Director Time to add accurate title to level of responsibility
X. Assistant Director of H.R. ATP8 Human Resources			Y. T. Human Resources Assistant ATP7 Human Resources	

2017 Town Meeting Request – Positions Reclassification

2. By Adding the following positions:

<u>3. By Deleting</u> the following positions:	<u>Notes</u>
A. Assistant Facilities Director ATP11 Facilities	
B. HVAC Technician ATP4 Facilities	
C. Facilities Director M3 Facilities	
D. Admin Assistant – Facilities ATP6 Facilities	
E. Econ Dev Coordinator ATP12 Planning and Community Development	
F. Economic Development Planner ATP12 Planning and Community Development	
G. Detention Attendant OA4 Police	
H. Administrative Assistant – HR OAS Human Resources	
I. Assistant Town Manager – M1 Town Manager	
J. Tree Warden – ATP6 Public Works	
K. Assist Benefits Coordinator HR OA5 Human Resources	
L. Junior Engineering Aide ATP2 Public Works	
M. Health Compliance Officer/Tobacco ATP4 Health and Human Services	
N. Engineering Division Manager ATP11 Public Works	
O. General Foreman ATP8 Public Works	
P. Admin Assistant – Recreation OA4 Recreation	
Q. Motor Equip Maintenance Worker MC4 Public Works	
R. Electrician's Helper MC5 Facilities	
S. Painter – Maintenance MC4 Facilities	
Total Reclassification Requests 20	
Total Reclassification Approved 11	
Total Appeals 2	
Total Overturned 1	
Total Current Level Accurate 8	

3. By Deleting the following positions:

G. Finance Committee Secretary OA1 Finance Committee Now monthly Stipend	✓
I. Weatherization Coordinator ATP7 Planning and Community Development	
M. Health Compliance Officer/Tobacco ATP4 Health and Human Services	
P. Admin Assistant – Recreation OA4 Recreation	
K. Senior Engineering Aide ATP3 Public Works	
L. Junior Engineering Aide ATP2 Public Works	
N. Engineering Division Manager ATP11 Public Works	
O. General Foreman ATP8 Public Works	
S. Motor Equip Maintenance Worker MC4 Public Works	
Q. Electrician's Helper MC5 Facilities	
R. Painter – Maintenance MC4 Facilities	

RCH

	2015 Actual	2016 Actual	2017 Budget	2018 Request	\$ Change	% Change
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0147181 FACILITIES SALARIES

5100 SALARIES & WAGES	110,337	397,497	409,999	12,502	3.1%
5103 OVERTIME	5,186	2,500	12,500	10,000	400.0%
5111 DOUBLE TIME	837	2,020	2,100	80	4.0%
5156 LONGEVITY	700	-	-	-	-

0147181 FACILITIES SALARIES

	-	117,060	402,017	424,599	22,582	5.62%
0147182 FACILITIES EXPENSES						
5202 MAINTENANCE	206,781	124,592	145,220	211,398	66,178	45.6%
5211 ENERGY	34,879	33,361	46,350	46,350	-	0.0%
5214 HEATING FUEL	42,782	41,009	51,500	51,500	-	0.0%
5218 TRAINING	-	3,008	16,967	17,476	509	3.0%
5224 OTHER SUPPLIES	19,306	20,497	20,000	20,600	600	3.0%
5236 OTHER SERVICES	-	155	-	-	-	-
5247 FOX UTILITIES	33,365	32,890	33,784	34,800	1,016	3.0%
5248 PROPERTIES: MT GILBOA	611	-	3,090	3,090	-	0.0%
5260 CLEANING/CLOTHING	-	400	-	1,200	1,200	-
5810 GREEN REPAIRS	6,464	15,201	20,000	20,000	-	0.0%
0147182 FACILITIES EXPENSE	344,188	271,113	336,911	406,414	69,503	20.63%
FACILITIES APPROPRIATION TOTAL	344,188	388,174	738,928	831,013	92,085	12.46%
SALARY OFFSETS	(23,690)	(130,296)	(135,387)	(5,091)	30,537	3.9%
EXPENSE OFFSETS		(30,537)		30,537	-100.00%	
FACILITIES TAXATION TOTAL	344,188	364,484	573,095	695,626	117,531	20.33%